# Fee Payment via Pay.gov

Effective March 1, 2006

The Pay.Gov Internet Credit Card Payment Module in CM/ECF provides counsel the ability to:

- Pay filing fees by credit card over the Internet
- Review their Internet credit card transaction payment history

Counsel will continue to submit their case opening documents via e-mail to <a href="mailto:newcases.portland@med.uscourts.gov">newcases.portland@med.uscourts.gov</a> and <a href="mailto:newcases.bangor@med.uscourts.gov">newcases.bangor@med.uscourts.gov</a>. Once the case is opened by the Clerk's Office, counsel will receive notice that they should login to the CM/ECF system and make an electronic filing called "Case Opening Filing Fee Paid" which will initiate the pay.gov payment process. The filing fees for appeals may be paid using pay.gov at the time the Notice of Appeal is electronically filed.

We encourage you to use the Pay.Gov method of payment. The Clerk's Office will no longer accept or process credit card registrations and all credit information currently on file will be destroyed.

Pleadings which will prompt you to pay a fee using pay.gov are the following:

CRIMINAL

Notice of Appeal-Final Judgment Interlocutory Appeal Appeal Filing Fee Paid

CIVIL

Case Opening Filing Fee Paid Notice of Appeal Interlocutory Appeal

#### **Internet Credit Card Payment Process:**

Users will have the option of being automatically directed through the Department of the Treasury's Internet payment process when filing any pleading which requires a fee. Once the payment has been successfully completed, users will automatically return to the filing process.

Users will be presented with a payment information screen that includes the cardholder name, address and payment type (Figure 1). The cardholder name, first address line and zip code default to the values shown in the CM/ECF utilities "Maintain Your ECF Account." The payment amount field will be populated with the current fee.

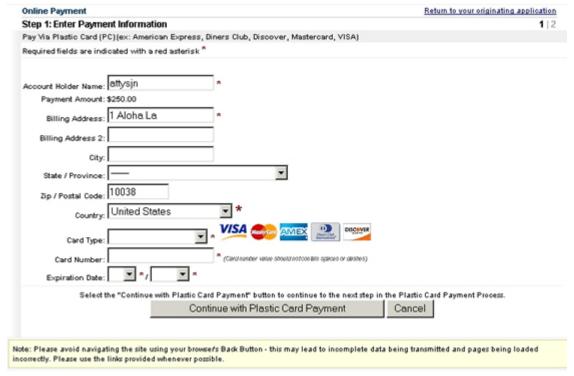


Figure 1 - Payment Information

## **Special Notes:**

- Fields marked with an asterisk are required fields.
- The Billing Address field is marked as required; however, this address does not have to
  be the credit card billing address. It only matters that an address be in that field. The
  Billing Address field will be pre-populated with the user's address from CM/ECF but
  may be changed. Changing the billing address does not make an address change in ECF.
- When filling in the payment information, do not use hyphens or spaces in the Card Number.

Clicking the "Continue with Plastic Card Payment" button presents the user with a summary screen (Figure 2).



Figure 2 - Summary Screen

#### \*\*WARNING\*\*

Pressing the "Submit Payment" button more than once may result in multiple transactions being processed.

In order to receive a transaction receipt for reconciliation with credit card statements, users must enter a valid email address on this screen. This email has a tracking ID number which is the only means the Helpdesk has to identify your particular transaction should a problem arise.

Carefully review the payment information and be sure to check the authorization box. Then click on the "**Submit Payment**" button. The user will be automatically returned to complete the ECF filing session.

If the email address you entered is correct you will receive a receipt via email (Figure 3)

THIS IS AN AUTOMATED MESSAGE. PLEASE DO NOT REPLY
Your transaction has been successfully completed.

Payment Summary

Application Name: SCD CM ECF TEST
Pay.gov Tracking ID: 3F099F79
Payment Agency Tracking ID: 81936

Cardholder Name: attysjn
Cardholder Address: 1 Aloha La
Cardholder City: Maui
Cardholder State: HI
Cardholder Country: USA
Cardholder Zip Code: 10038
Card Type: Visa
Payment Amount: \$250.00
Current Date and Time: Oct 28, 2005 8:09:34 AM

Figure 3 - Email Receipt



Figure 4 - Notice of Electronic Filing

#### **Review of Payments:**

Internet fees and payments may be reviewed by using the **Internet Payment History** option on the CM/ECF Utilities menu.

The list includes all payments of charges incurred via Pay.gov and may be viewed for a specified date range.

U.S. District Court  District of Maine  Internet Payment History for HODGINS-ATY, MICHELE  11/15/2005 to 11/15/2005				
Date Paid	Description	Payment Method	Receipt #	Amount
2005-11-15 15:46:51	Complaint(1:33-cv-00033-dbh) [cmp cmp] (250.00)	credit card	148071	\$ 250.00
2005-11-15 15:49:28	Complaint(1:44-cv-00044-gzs) [cmp cmp] (250.00)	credit card	148073	\$ 250.00

Figure 5 - Internet Payment History

#### **Payment Errors:**

- If processing of a payment is unsuccessful, an error screen will appear. PRINT THIS
  ERROR SCREEN or write down the complete message and call the Clerk's Office Help
  Desk for assistance.
- Go to the Utilities menu and select the hyperlink for Internet Payment History to review completed payments if you are not sure your payment was successfully completed.

### Filing Errors:

If you realize you have made a filing error after the payment process is complete, i.e. you have pressed "**Submit Payment**," abort the filing transaction and call the Clerk's Office Helpdesk during business hours to arrange a refund.

#### Technical Failure:

- If there is a technical failure with the payment module the filing session will be aborted. Please contact the Clerk's Office Help Desk.
- Pay.gov occasionally has planned maintenance and upgrade outages. Usually this takes place on Sundays between 2 a.m. and 6 a.m. EST.